



Guidelines for Day Camps

The Department of Parks and Recreation welcomes groups to visit our aquatic facilities throughout the year.

A party of 10 or more visitors is considered a group and will require advances reservations with through the City of Boulder web-site: <https://bouldercolorado.gov/parks-rec/pool-reservations>

Please review the below guidelines to help ensure a smooth reservation process and safe visit to our aquatic facilities:

- Group requests **MUST** be submitted via the City of Boulder website at least 2 weeks advance notice
- Group reservations are not confirmed until the hosting facility has confirmed staffing and ratio considerations
- For summer reservations, group requests will be accepted beginning March 15th. Summer group reservations will not be accepted prior to March 15th
- Cash, check, money order, and Visa or Master Card are the only payments that are accepted on the day of your swim trip
- Groups larger than 100 participants per day must notify and pay 3 weeks prior to your groups visit
- **CANCELLATIONS:** Groups must provide the hosting facility with a minimum of 24 hour notice for cancellation of reserved dates. Cancellations must be submitted via e-mail to Stolzj@bouldercolorado.gov Groups not providing 24 hour notice for cancellations will be subject to a \$35.00 admin fee. Cancellations due to inclement weather will be handled on a case-by-case basis. Reasonable accommodations may be made to move your group to an indoor aquatic site.
- **Groups must also send notification to** Stolzj@bouldercolorado.gov within 24 hours notice if their actual group quantity increases or decreases. Failure to give 24 notice may cause staggered pool time based of safety ratios, or pay in full for participant numbers provided. For example: If your group reservation is for 50 children and now you are bringing 35 children, you are required to notify us.
- **REMEMBER SAFETY FIRST!!**

It is recommended that all visiting groups adhere to any and all Colorado State regulations concerning supervisors and ratio of supervisors-to children.

For example: Colorado Regulations defines a counselor as someone 18 years or older and sets forth supervisor-to-child ratio's of:

- 1:6- 1 Supervisor/ Counselor for every 6 children for groups with children ages 6 and older
- 1:3- 1 Supervisor / Councilor for every 3 children for groups with children ages 5 and younger

REMEBER, A SAFE CHILD IS A SUPERVISED CHILD!!

- All children need to be closely supervised in all areas of the facility, (in water, deck side, locker rooms, waiting area, grassy areas, parks, etc) by either a Supervisors or Counselors, Group staff must be present at ALL times.
- **Please note: If pool management determines that children within a visiting group are not being actively supervised, the group may be asked to leave, and future pool reservations will be taken under careful consideration. No refunds will be issued.**
- Groups are responsible for providing adequate additional supervision for children with disabilities or special needs. Groups having children with special needs must notify the facility at the time of reservation on or prior to arrival.
- Groups must adhere to all posted and / or non-posted facility rules and emergency plans.
- Management reserves the right to address any behavior which is considered a safety risk, unsanitary, or a disturbance to others.
- Groups are responsible for keeping track of their belongings. Lost and Found items will be held for 1 week before donating.
- Groups are responsible for cleaning the pool deck, lobby, locker rooms, and patio areas of all belongings and trash prior to leaving the facility. Groups, who do not clean up their areas, may be subject to termination of future facility reservations.

Please Note: Groups / Camp Reservation Request Forms received without signature will not be processed. By signing below, your group / organization acknowledges and agrees to adhere to the City of Boulder aquatic reservation policies and procedures. Groups not adhering to the established policies and procedures may be denied entry, or may be subject to removal from the facility, and /or termination of future reservations.

Group Contact (Print name)

Group Contact (Signature)

The pool will be under the constant supervision by American Red Cross certified lifeguards. Pool rules, policies and procedures will be posted at each facility. A more detailed list can be found below.

All counselors will be required to help supervise the children by **going in the water** and watching around the pool. While in the pool, counselors are expected to be participating with the campers and know their whereabouts at all times. **Pool safety is the responsibility of both Aquatics staff and Camp Counselors.**

All counselors are to have a general idea of each camper's swimming ability and know when to stop the camper if he or she ventures into an area of the pool that would put that camper at risk.

There must be one counselor to every six children (1:6) if the campers are 6 years of age and under OR the camper is not water safe – meaning they cannot swim and need the assistance of a flotation device.

Campers interested in swimming in depths greater than **chest high** will be swim tested by a City of Boulder lifeguard. Counselors should seek out the pool manager (in red shirt) upon arrival and notify them of swim test needs.

SWIM TEST PROCEDURES:

1. A Swim Test will be conducted in a minimum of 5 feet.
2. Patrons may **not** wear any personal flotation device during the swim test.
3. The swim test consists of the following skills: (This test is based on guidelines developed by the Aquatic Sub council of the American Red Cross)
 - A. Patron must enter the water, going completely under.
 - B. Patron must recover then float or tread water for one (1) minute with head remaining above the water.
 - C. Child must turn completely around and swim on their front a minimum of 25 yards without stopping.
 - D. Child must exit the water by pulling self up and over the side of the pool.

*Ensure all participants wear the appropriate colored wrist band for their swim skill level according to their color:

- A. Non swimmers wear a RED wristband and will be limited to chest depth or lower water.
- B. Swimmers who have passed a City of Boulder swim skill test at one of our pools wear a GREEN City of Boulder wristband and have access to all water depths. Wristbands will be issued by supervisors prior to the trip.
- C. Designated swimmers who have NOT taken a City of Boulder swim test at one of our pools wear a RED band as a non swimmer for this trip.

PRACTICE HEALTHY SWIMMING HABITS:

For public health reasons, standard diapers cannot be worn in the pool. Children who are not toilet trained must wear an appropriate swim diaper covered with snug fitting rubber/vinyl pants. A bathing suit must be worn over the plastic/rubber pants. Under Health department standards, adopted on the recommendation of the Center for Disease Control (CDC) accidents involving fecal matter now require longer pool closures. Prevention is far better than contamination, so please follow the CDC's Healthy swim habits:

1. Children and adults who have had diarrhea in the last two weeks should not go swimming.
2. All children should use the bathroom before entering the pool.
3. Take advantage of our "Safety Breaks" to use the bathroom.
4. All Children should shower before entering the pool and after using the toilet.
5. Change diapers in the bathroom changing area, not on the pool deck or grassy area.
6. Avoid swallowing pool water or even getting it in your mouth.
7. If you have an open wound, do not swim in a pool or hot tub.

SAFETY BREAKS:

Safety breaks will be administered by the pool manager based on safety considerations and patron ratios. Safety breaks are necessary for the following reasons:

- To clear the pool so Lifeguards can clearly see the entire bottom of the pool
- To give patrons / Campers time to use the Restroom Facilities, preventing accidents
- To encourage hydration and re-application of sunscreen to prevent heat injuries

City of Boulder General Pool Rules

- OBEY LIFEGUARDS AT ALL TIMES
- **CHILDREN 5 AND UNDER MUST HAVE AN ADULT IN THE WATER WITH THEM ACTIVELY PARTICIPATING**
- **CHILDREN OVER THE AGE OF 5 THAT CANNOT SAFELY SWIM ALONE AND ARE USING A SWIM AIDE/FLOATATION DEVICE MUST BE WITHIN ARMS REACH OF A PARENT/GUARDIAN AT ALL TIMES!**
- **CHILDREN 3 AND UNDER MUST WEAR A SWIM DIAPER OR RUBBER PANTS WHILE IN THE POOL**
- NO RUNNING, HORSEPLAY, TOSSING/LAUNCHING CAMPERS. NO STANDING, SITTING ON SHOULDERS, RUNNING/PLAYING ON WHEELCHAIR RAMP,
- NO CLIMBING ON RAILINGS OR WALLS, PLAYING WITH JETS, HANGING FROM SLIDE STRUCTURE. NO DUNKING & HOLDING PEOPLE UNDER WATER.
- KICKBOARDS, PULL BOUYS AND HAND PADDLES ARE FOR LAP SWIMMERS ONLY
- TOYS AND NODDLES ARE FOR SWIM LESSONS AND FITNESS CLASSES ONLY
- DIVING BLOCKS ARE ONLY TO BE USED DURING SWIM TEAM AND SWIM LESSONS AND UNDER THE DIRECT SUPERISION OF A TRAINED STAFF PERSON

Twisty Slide Rules

- NO FLOATATION DEVICES ON THE SLIDE WITH OR WITHOUT A COUNSLOR
- 1 PERSON AT A TIME
- NO CATCHING CHILDREN AT THE BOTTOM OF THE SLIDE
- NO SITTING AT THE TOP OF THE SLIDE CAUSING WATER TO OVERFLOW
- COUNSLORS ARE PERMITTED TO TAKE A SMALL CHILD (UNDER 4 FT.) DOWN THE SLIDE ON THEIR LAP
- CAMPERS MUST GO DOWN ALL SLIDES FEET FIRST ON THEIR BACKS OR SITTING UP

Drop Slide Rules

- **CAMPERS MUST HAVE PASSED THE SWIM TEST BEFORE USING THE DROP SLIDE**
- 1 PERSON AT A TIME – NO DOUBLE RIDERS. LIFEGUARD WILL CONTROL SLIDE USE FROM THE TOP OF THE SLIDE
- NO FLOATATION DEVICES ON THE SLIDE NO CATCHING CHILDREN AT THE BOTTOM OF THE SLIDE

Spring Board Rules

- **CAMPERS MUST HAVE PASSED THE SWIM TEST BEFORE USING SPRING BOARDS (NO DIVING)**
- 1 PERSON AT A TIME
- ONE BOUNCE ONLY
- MUST JUMP STRAIGHT OUT (no jumping toward the sides of the pool)
- NO JUMPING OFF THE BOARD WITH CHILDREN
- NO CATCHING CHILDREN
- CAMPERS MUST WAIT AT THE BOTTOM OF THE LADDER

Hot Tub / Steam Room / Sauna Rules

- CAMPERS AND COUNSLORS ARE NOT ALLOWED IN THE HOT TUB / STEAM ROOM / SAUNA AT ANY FACILITY

POOL EMERGENCY PLAN

PROGRAM DIRECTOR (or their designee), WILL ENSURE:

1. Program staff follows the POOL SAFETY PLAN and all other rules of the pool they are visiting.
2. A copy the facility's Pool Emergency Plan is obtained and staff review it prior to the field trip.
3. Program staff reviews the facility's Pool Emergency plan with the participants prior to the field trip.

Program: _____

THE PROGRAM DIRECTOR (or their designee) WILL ENSURE THIS FORM IS:

- Completed and filed in this POOL SAFETY PLAN section of the ONSITE and EXPAND/CAMP manuals, prior to, and following all pool trips.
- Taken on all pool field trips and a copy left at the program site.
- Used for all emergencies while at the pool.
- Familiar to all program staff and they understand their particular roles.

Step #1 In the event of an emergency at the pool, aquatic staff will signal an emergency with three (3) whistles and engage their Facility's Emergency Action Plan. Program staff will help to quickly clear the pool and deck area by guiding participants to their designated areas.

Step #2 Designated Area Monitor _____ will immediately direct and gather everyone to their designated meeting area.

Step #3 _____ will quickly account for everyone and call roll.

Step #4 Aquatic staff will provide program staff with instructions on what to do next.

Step #5 If the emergency is for an individual in your group, the program director or their designee _____ will remain with the individual.

Step #6 The program director or their designee will instruct _____ to:

1. Pull the individual's PROFILE AND OTHER FORMS and medical forms (if applicable).
2. Call the supervisor at _____ or _____ and Boulder Police at 303-441-**3333**
3. Call the parent.
4. Provide the PROFILE AND OTHER FORMS to aquatic staff or emergency personnel upon their arrival.

Step #7 If a trip to the hospital is necessary, _____ will escort the individual in the ambulance (if allowed). _____ will be responsible for ensuring the program staff has a ride from the hospital back to the program site. If program staff cannot ride in ambulance, they should go to the hospital and wait for the parents to arrive.

Step #8 Program staff _____ who first called the parent will make a second call giving them the name of the hospital in which their child/teen has been transported.

Step #9 _____ will complete the INCIDENT / RESCUE REPORT FORM and submit copy to the supervisor. A copy will be attached to the individual's PROFILE AND OTHER FORMS and the incident documented in the HEALTH LOG.

STAFF PHONE #s & ASSIGNMENTS

Program Director (or their designee) will assign the following duties to program staff PRIOR to departing for the pool:

1. On Deck Safety Supervisor – (Supervisor / Safety Spotters can NOT multi-task).
2. In water / deck safety spotter-See site specific location & responsibly description below
3. In water / deck safety spotter- See site specific location & responsibly description below
4. In water / deck safety spotter-See site specific location & responsibly description below

All Other Duties if Applicable:

5. Swim Test Assistant
6. Restroom Monitor
7. Blind Spot Monitor / Floater
8. Assigned specific duty: _____

of Participants younger than 5 ¾ years _____

of Participants 5 ¾ years and older _____

of Program staff _____

Director Information

Name:

Duty:

Phone #:

Emergency #:

Assistant Director Information

Name:

Duty:

Phone #:

Emergency #:

Counselor Information

Name:

Duty:

Phone #:

Emergency #:

Staff Information

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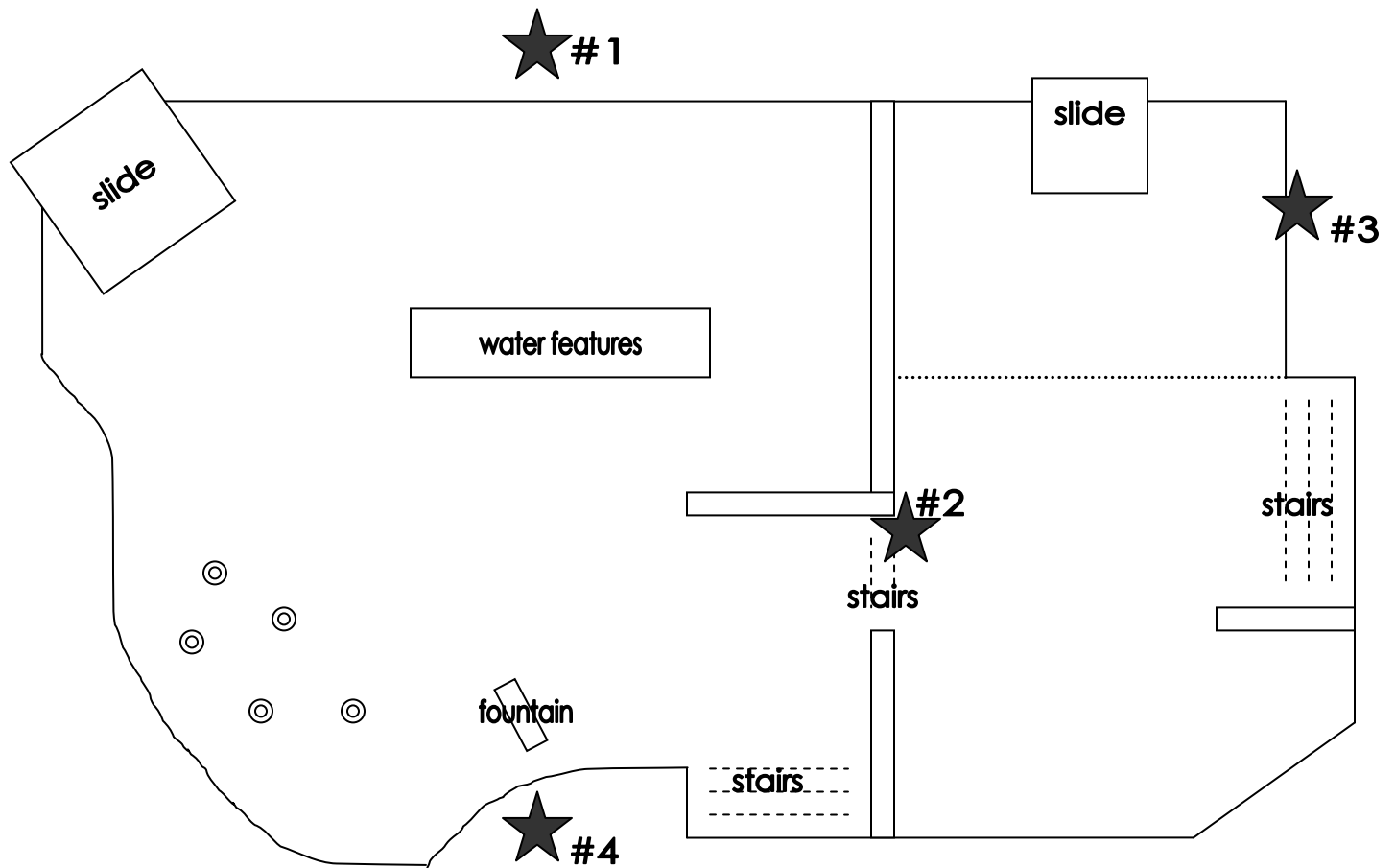
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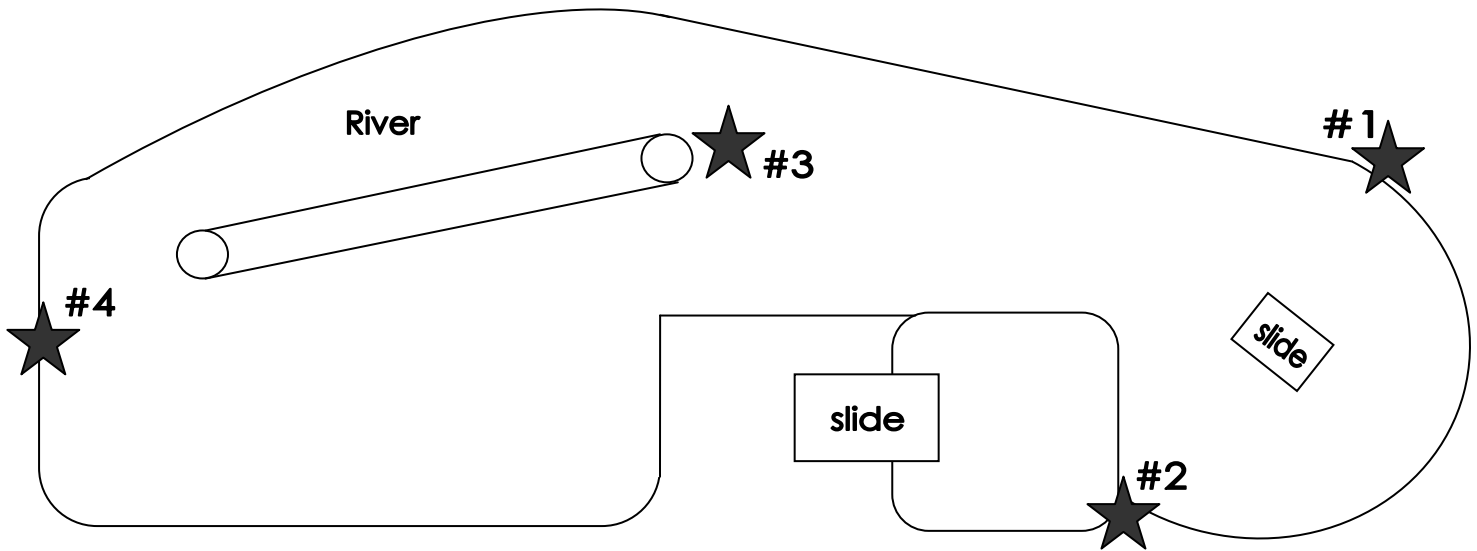
North Leisure Pool



★ = **counselor/camp staff safety locations**

1. Responsible for watching the small water slide as well as the entire shallow portion of the leisure pool
2. Should remain stationary at the top or bottom of the stairs making sure kids that are not swim safe stay in the shallow area of the leisure pool. This person will also watch the basketball area.
3. Responsible for watching the water slide catch area. This person will keep an eye on all kids heading for the waterslide and make sure that they are of height and proper swim ability before using.
4. This is a location to help watch the shallow area (assist #1) if there's enough staff.

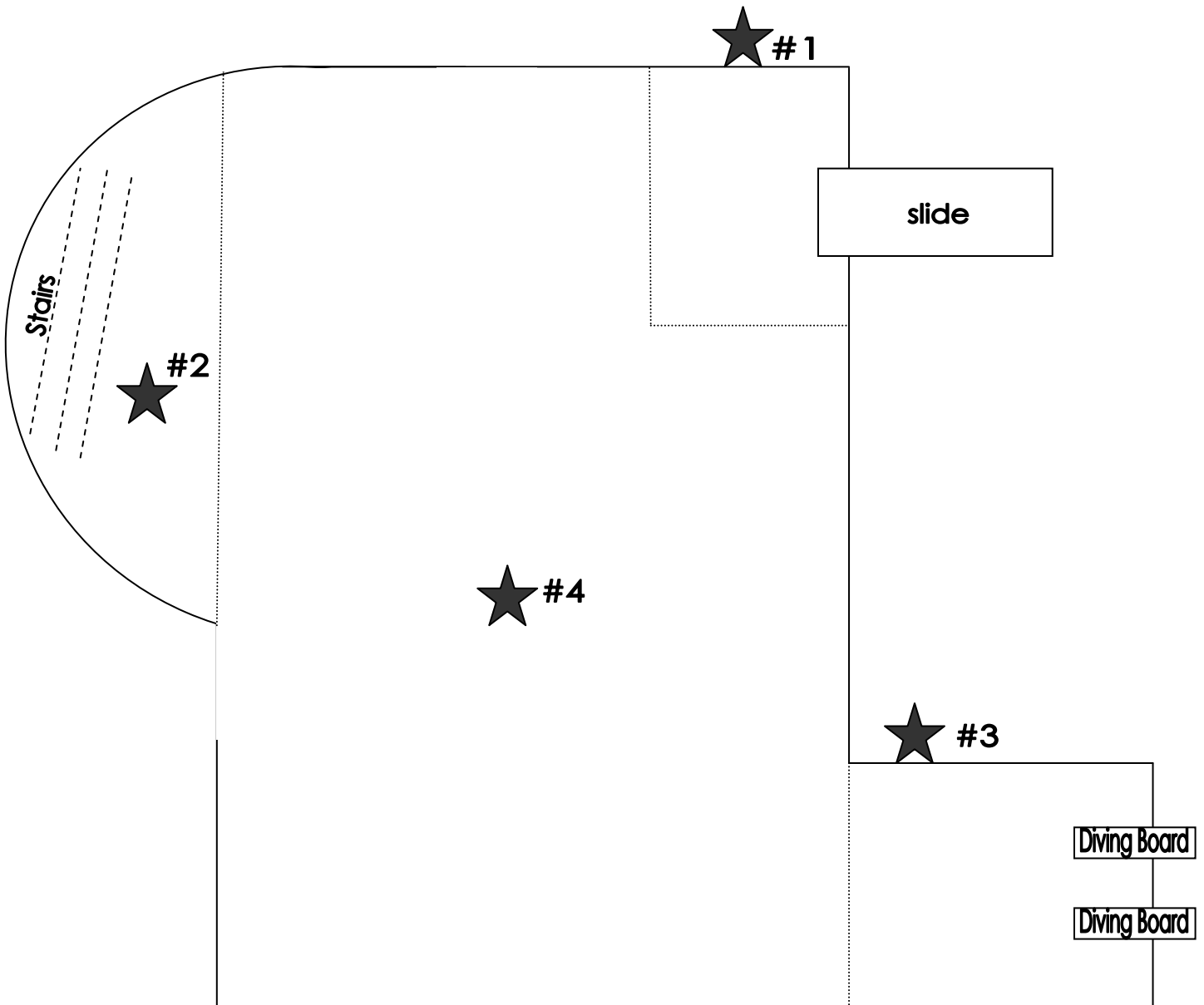
East Leisure Pool



★ = counselor/camp staff safety locations

1. Responsible for watching the small water slide as well as the entire shallow portion of the leisure pool.
2. Responsible for watching the water slide catch area as well as the entire area around the slide. This person will keep an eye on all kids heading for the waterslide and make sure that they are of height and proper swim ability before using.
3. Responsible for watching the entrance to the river. This person will be sure that younger campers aren't getting "sucked" into the deep area. The river can pull non-swimmers in the deeper section of the leisure pool and in some cases, under water.
4. This location is to keep a watch on the deep area of the leisure pool. This person should be aware of what's going on in the deep water and to be sure non-swimmers in this area are with a counselor.

Scott Carpenter Pool



★ = **counselor/camp staff safety locations**

1. Responsible for watching the water slide catch area as well as the entire area around the slide. This person will keep an eye on all kids heading for the waterslide and make sure that they are of height and proper swim ability before using.
2. This area is "the cove". Floatation devices are allowed in this area as long as a counselor is in the water actively participating with the camper. If the campers are older, counselors can be on the side of the deck.
3. Responsible for watching the diving well. This person will be sure that campers are following diving board rules and have passed the swim test before going in the deep well.
4. This is a location is a "floater". This person should be aware of what's going on in the large swimming portion on the pool and that campers are being safe.

5. SWIM TEST ASSISTANT

- Assists participants in following aquatic staff's instructions.
- Leads designated swimmers to the swim testing area per aquatic staff instructions.
- Supervises participants waiting to take the swim test while tests are being conducted by aquatic staff.
- Keeps all swim test participants together until all have completed the test.
- Records test results on the SWIMMING SKILLS TEST FORM/S (Class List - Swimmer/Non-Swimmer) as assigned by aquatic staff.
- Assists aquatic staff in attaching appropriate colored wristbands to participants according to their tested swim skill level.
- ALERTS AQUATIC STAFF (lifeguard) to a participant having difficulty in the water.
- Upon return to the program site, properly files the SWIMMING SKILLS TEST FORM/ (Class List - Swimmer/Non-Swimmer) in this Swimming Pool Safety Plan section of this YCSS manual.

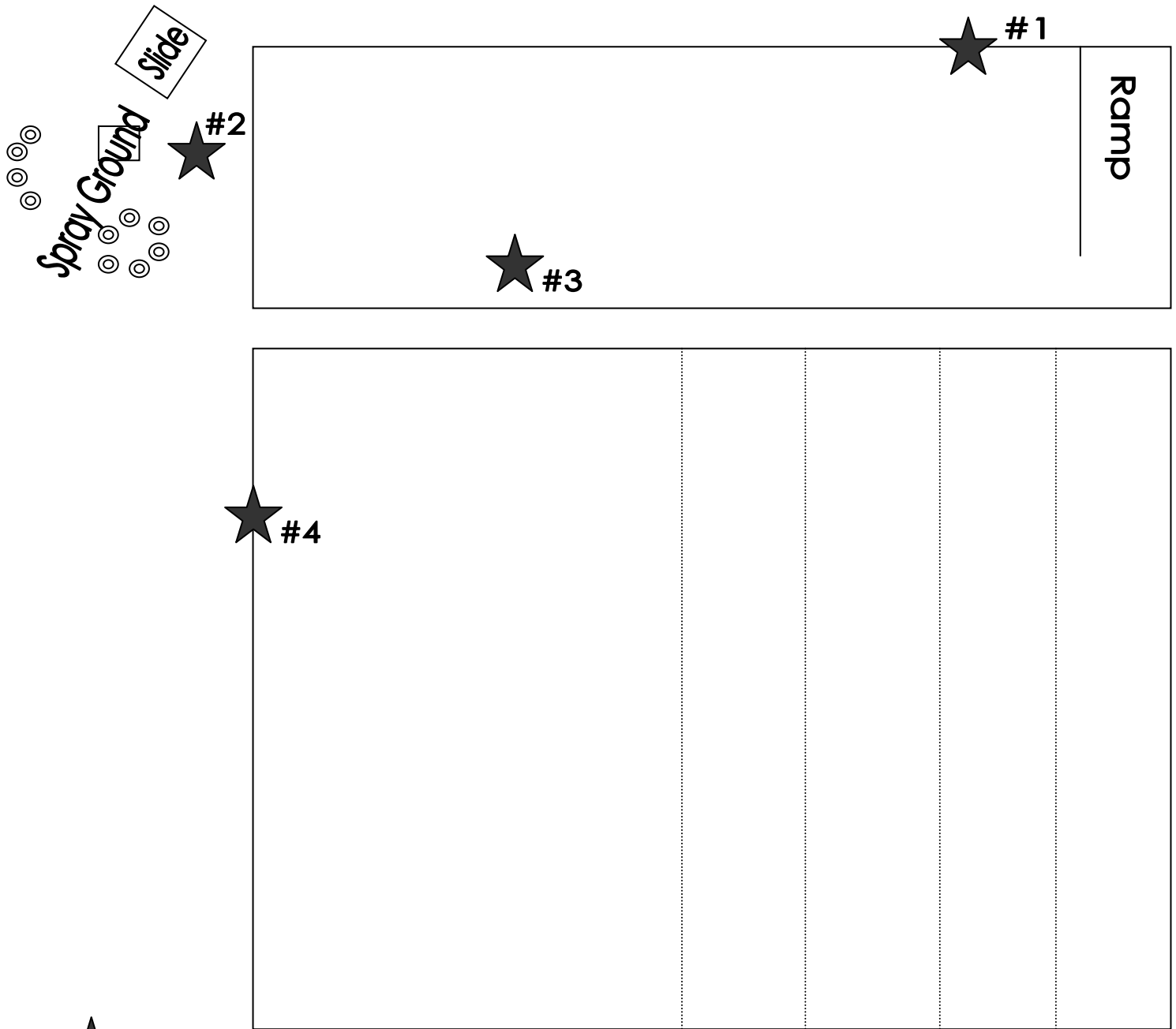
6. RESTROOM MONITOR

- Escorts participants, particularly the younger ones to and from the restrooms.
- Checks restrooms on a regular basis for mischievous or misbehaving participants.
- Ensures participants practice good hygiene by flushing toilets and washing hands.

7. BLIND SPOT MONITOR

- Actively supervises an area of the pool that may be separate from the main pool, a blind spot or an area where the entire water area is NOT visible all at once.

Spruce Pool



★ = counselor/camp staff safety locations

1. Responsible for watching the campers in the shallow area on leisure pool. This person must be aware of the swimming ability of younger campers. If the campers need assistance or a floatation device, the counselor must be in the water actively participating with the camper.
2. Responsible for watching the campers in the spray ground area and maintaining safety on the deck.
3. Responsible for watching the deeper area of the leisure pool. This person will be sure that campers safe in the water and know their limits in the deeper area. This location can be on the deck. This person will be sure that campers are following lap pool open swim rules and have passed the swim test before going in the deep pool.

5. SWIM TEST ASSISTANT

- Assists participants in following aquatic staff's instructions.
- Leads designated swimmers to the swim testing area per aquatic staff instructions.
- Supervises participants waiting to take the swim test while tests are being conducted by aquatic staff.
- Keeps all swim test participants together until all have completed the test.
- Records test results on the SWIMMING SKILLS TEST FORM/S (Class List - Swimmer/Non-Swimmer) as assigned by aquatic staff.
- Assists aquatic staff in attaching appropriate colored wristbands to participants according to their tested swim skill level.
- ALERTS AQUATIC STAFF (lifeguard) to a participant having difficulty in the water.
- Upon return to the program site, properly files the SWIMMING SKILLS TEST FORM/ (Class List - Swimmer/Non-Swimmer) in this Swimming Pool Safety Plan section of this YCSS manual.

6. RESTROOM MONITOR

- Escorts participants, particularly the younger ones to and from the restrooms.
- Checks restrooms on a regular basis for mischievous or misbehaving participants.
- Ensures participants practice good hygiene by flushing toilets and washing hands.

7. BLIND SPOT MONITOR

- Actively supervises an area of the pool that may be separate from the main pool, a blind spot or an area where the entire water area is NOT visible all at once.